

**U.S. Embassy Kabul
Human Resources Office**

**VACANCY ANNOUNCEMENT: SECURITY COOPERATION PROGRAM ASSISTANT
(FSN-07)**

Announcement Number: **15-080 & 15-080**

OPEN TO: All Interested Candidates (Women are Encouraged to Apply)

POSITION: Security Cooperation Program Assistant (FSN-07) Trainee Level (FSN-06)

OPENING DATE: June 17, 2015

CLOSING DATE: June 30, 2015

WORK HOURS: Full-time, 40 hours/week

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NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Kabul is seeking an individual for the position of Security Cooperation Program Assistant with the Security Cooperation Office (SCO) Section.

BASIC FUNCTION OF POSITION:

Serves as assistant to the Combined Security Transition Command-Afghanistan (CSTC-A) Security Assistance Office-Afghanistan (SAO) Security Cooperation Program Manager for the administration of all US Invitational Military Training Programs, to include International Military Education and Training (IMET), Afghanistan Security Force Funds (ASFF), Counter-Terrorism Fellowship Program (CTFP), and Counter-Narco-Trafficking (CNT)-funded training. Coordinates training requirements, passport/visa issues, travel, financial and vetting procedures for all Afghans departing for training. Plans, coordinates, and facilitates the execution of all invitational training in support of security assistance programs, to include International Military Education and Training (IMET), Foreign Military Sales (FMS)/Financing (FMF)/Afghan Security Force Fund (ASFF), Counter-Terrorism Fellowship Program (CTFP), Counter-Narco-Trafficking (CNT), and others as required. He/she acts as the primary liaison between the SAO and the Afghan National Defense Security Forces (ANDSF). He/she will assist the Government of the Islamic Republic of Afghanistan (GIROA) to ensure that all programs are executed in accordance with laws, policies and procedures. Maintains and improves relationships with key senior officials in the Ministry of Defense, Ministry of Interior, Ministry of Foreign Affairs, the Office of the National Security Council, National Security Directorate, and Parliament.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

VA 15-080 – Full Performance Level:

Education: Minimum of two years of full time post-secondary study at a college or university.

Experience: Three years of experience in Administration, Logistics or Contracting with the host nation or American government.

VA 15-080 –Trainee Level:

Education: Minimum of two years of full time post-secondary study at a college or university.

Experience: Two years of experience in Administration, Logistics or Contracting with the host nation or American government.

The position has been approved for substitution; applicant is required to complete high school studies with minimum five years of experience.

Language: English - Level III of Dari, Pashto, and English are required.

Knowledge: Incumbent must understand the general mission of a Security Cooperation Office (SCO). Incumbent should possess an understanding of military matters, political/international affairs, and national security issues. He/she must eventually master SCO standard operating procedures, USCENTCOM security cooperation and assistance regulations, Defense Department and US Embassy financial management regulations, including, but not limited to: SAMM, the JTR (Joint Travel regulations) and the JFTR (Joint Federal Travel Regulations) for military and civilians. Basic knowledge of military organizations, operations, and budgeting is required. Intermediate knowledge of military/technical terms is required. Intermediate computer skills and intermediate knowledge of email, word processing, spreadsheet, database, publication and presentation software packages such as Windows, Office, Word, Excel, Access, PowerPoint, and Outlook are required. In addition to language proficiency, the incumbent must be familiar with correspondence formats, military protocol, and terminology in order to provide accurate translations and prepare correspondence in a timely manner.

Abilities and Skills: Ability to prioritize and accomplish assigned tasks with minimal direct supervision. Must be able to create translations and/or interpret with minimal supervision. Incumbent must have intermediate computer and word processing skills. Incumbent must be competent with Microsoft Windows, Microsoft Office (Word, Excel, Power Point and Outlook) and must be able to work with on-line databases. Computer skills are essential, especially Microsoft Office. A valid driver's license is required. Must possess a valid passport and be able to obtain visas for travel to US and to Western Europe. Ability to prioritize and accomplish assigned tasks with minimum direction from supervisors is required. Must be able to resolve problems with diplomacy and tact. Ability to plan, manage time and successfully react to deadlines and changing priorities is required. Ability to work cooperatively across cultural, ethnic, gender and national barriers is required. Excellent communications skills are required. Must be able to deal effectively and professionally at all levels with US and host nation officials.

HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174). Candidates may also send a current resume or curriculum vitae in addition to the Form DS-174, but in all cases, the DS-174 must be submitted in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Embassy website <http://kabul.usembassy.gov>
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office, U.S. Embassy, Kabul.

Applications should be submitted through e-mail to this address: kabuljobs@state.gov

Subject line must be: **(Security Cooperation Program Assistant VA 15-080)** or your application may not be considered.

CLOSING DATE FOR THIS POSITION: (June 30, 2015)

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

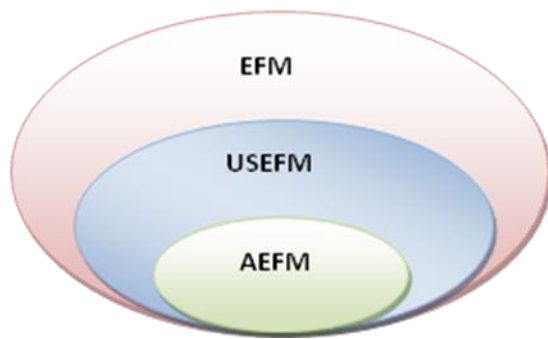
1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

The U.S. Mission in Kabul provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)

- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

DISTRIBUTION: All Section Heads, FSN Bulletin Board, UN Agencies, International NGOs,

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